



CIVIL AIR PATROL
United States Air Force Auxiliary
Headquarters Group VII, Ohio Wing
P.O. Box 1334, Fairborn, OH 45324



2 June 2003

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Group VII Commander's Safety Policy (CC-003)

1. It is the responsibility of the Group VII Commander to provide a safe environment for all group members. The group commander will accomplish this through a visible safety program and will delegate this responsibility to the Group VII Safety Officer.
2. The Group VII Safety Officer will conduct mandatory safety briefings at all Group VII Commander's Calls and maintain a sign-in sheet (Group VII Form 12). The Group VII Commander and Safety Officer will also ensure all units have safety programs and safety officers in place at the unit level.
3. All mishaps and incidents will be reported in accordance with CAPR 62-2. All units in accordance with CAPR 62-1 will also conduct annual safety surveys. A copy will be sent to Ohio Wing/SE and Group VII/SE.
4. **UNIT RESPONSIBILITIES:** All units are required to have a safety officer appointed and a copy of the CAP Form 2a sent to wing and group headquarters. All units are required to have a safety bulletin board in accordance with CAPR 62-1, paragraph 2b(3). The board must have the current copy of *The Sentinel* and CAP form 26 posted at a minimum. Commanders should develop a unit safety policy similar to this one and make it available to the members.
5. This supersedes policy letter CC-003, 1 May 03, same subject.


MICHAEL K. HOOD, Lt Col, CAP
Commander

cc:
OH WG/SE